



David A. DiMarzio
Clerk of Court

UNITED STATES DISTRICT COURT
District of Rhode Island

Paulette J. Dube
Chief Deputy Clerk

**NOTICE CONCERNING IMPLEMENTATION OF
ELECTRONIC CASE FILING (CM/ECF)**

The Judges of United States District Court for the District of Rhode Island have issued an "Administrative Order Re Electronic Case Filing" dated June 22, 2006, which adopts the "Administrative Procedures for Electronic Case Filing." These documents can be obtained from either the Court's website (www.rid.uscourts.gov) or the Clerk's Office, One Exchange Terrace, Providence, RI.

In accordance with the Administrative Procedures, effective August 1, 2006, all documents submitted for filing in civil and criminal cases, regardless of the commencement date of the action, shall be filed and served electronically, unless an exemption has been granted or the Court otherwise orders. Currently, 80 of the 94 federal district courts and virtually all bankruptcy courts have implemented electronic case filing using a system called "CM/ECF." This includes all of the other district courts in the First Circuit and the Rhode Island Bankruptcy Court. Therefore, many members of our bar have already been trained in CM/ECF and have practiced in a CM/ECF environment. The Court has utilized the collective experience of the other 80 district courts in tailoring CM/ECF to local practice, and the Court is satisfied that this system has been tested extensively and is now fully operational.

There are significant benefits to implementing CM/ECF, some of which include:

- ▶ File pleadings and access case files over the internet 24 hours a day from any location, knowing that all filings are automatically docketed and immediately available!
- ▶ Download and print documents at any time from the Court's ECF system!
- ▶ Eliminate the time and expense of traditional service of documents on other ECF users by having the Court's ECF system serve documents for you automatically!
- ▶ Eliminate the time and expense of printing extra copies of filings for the Court!
- ▶ Receive immediate, automatic notification of any case activity by e-mail!
- ▶ Increase your peace of mind with the knowledge that all electronic filings are securely stored with remote backup systems!
- ▶ Save administrative costs and courier fees, and start up costs can be minimal (using internet standard software and established "PDF" format)!

Experience in other courts has shown that most benefits are realized immediately.

Be advised that only attorneys who have cases currently pending before the Court and/or who expect to be filing an appearance in the near future need to obtain training and to register as a "Filing User." For example, all attorneys appearing in "The Station Fire Cases" must be registered by August 1st.

Therefore, members of the bar may not necessarily need to register as ECF Filing Users at this time. Also be advised that ECF registration is separate and distinct from the periodic registration requirements and procedures contained in LR Gen. 203 (c) and (d). Even though an attorney is a registered member of the bar in good standing under LR Gen 203, the attorney must also register as a Filing User using the ECF Registration Form prior to filing documents electronically. The ECF Registration Form can be downloaded from the Court's website.

In order to successfully implement CM/ECF, to dispel any doubts or concerns, and to fully support the bar through this critical transition, the Clerk's Office will be providing a number of resources:

1. **HELP DESK:** The knowledgeable and dedicated staff of the Clerk's Office will assist you with any aspect of CM/ECF. Please call the following number during normal business hours (8:30 a.m - 5:00 p.m.): **(401) 752-7100**.
2. **TRAINING:** Structured training classes (lasting approx. 2 hrs.) will be offered to attorneys (with 2 CLE credits) and support staff starting Monday, June 5, 2006, at various times during business days. Classes will be offered as frequently as requested, and special arrangements can be made for group training. Although one class should be sufficient, you may attend as often as you wish. Please call **(401) 752-7100** to register for training. In addition, computer based training (without CLE credit) is available through the CM/ECF page on the Court's website: www.rid.uscourts.gov.
3. **CM/ECF WEB PAGE:** A number of training and resource materials and related information, such as "Frequently Asked Questions" will be posted to this site: www.rid.uscourts.gov.
4. **CM/ECF WORKSTATION:** A workstation will be set up at the Intake area of the Clerk's Office that will be available for use by members of the bar who would like assistance with a particular filing or who simply wish some additional support with e-filing before operating independently from a remote office location.
5. **PEER RESOURCE LIST:** The Clerk will solicit interest from attorneys, paralegals, IT professionals, etc., who are experienced with e-filing and who will serve on a list of individuals willing to mentor less-experienced e-filers.

Finally, the Clerk's Office stands ready, willing and able to support the bar with e-filing. Please do not hesitate to contact either the **Help Desk (401) 752-7100** or the **Clerk of Court (401) 752-7220** if you have any questions, requests and/or suggestions.

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